



**Whitley Academy**

“Deeds not words - Be the best you can be”



## Careers Education Information Advice and Guidance (CEIAG) Policy

**Updated: July 2016**

**Approved by Q & S Governors: November 2016**

**Next before Governors: Summer 2019**

## Whitley Academy

### Careers Education Information Advice and Guidance (CEIAG) Policy

#### 1. Introduction:

The Government and Employers have recognised that the world of work has changed fundamentally. Future employees are going to have to be innovative in their approach to solving problems, people that can take the initiative, who can cope with uncertainty and change. They are going to have to be able to communicate well and work well in teams. They will have to be flexible and prepared to reinvent themselves in order to continue to be employed. Therefore students need a planned programme of activities to enable them to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices about their 14 -19 pathways and to enable them to manage their careers and sustain employment through-out their lives.

The Education Act of 2011, which came into force in September 2012, places a new duty on schools to ensure that all students have access to independent, accurate and impartial information advice and guidance. Schools are free to make arrangements for careers guidance which best suit the needs of their students, engaging where appropriate with independent providers. This may include web based or telephone services and/or face to face guidance from a specialist provider.

#### 2. Statement:

This policy provides Whitley Academy with a frame work for meeting statutory requirements and achieving the school's aims:

- to raise students' achievement;
- to support inclusion and promoting equality of opportunity;
- to encourage participation in lifelong learning, including Higher Education;
- to develop enterprise and employability skills;
- to encourage students to contribute positively to their communities.

#### 3. Whitley Academy aims:

- 3.1. To follow local, regional and national frameworks for good practice and other relevant guidance from DFE, OFSTED and LA networks.
- 3.2. Develop a programme which is inclusive; which will help our young people to gain the knowledge, understanding, skills, attitudes and attributes required to make informed choices; which will challenge stereotypes and which will help to increase student confidence and motivation.
- 3.3. Provide a programme which is student-centred, integrated into the whole curriculum and based on a partnership with students and their parents /carers.
- 3.4. To incorporate CEIAG into the School Improvement Plan.
- 3.5. To ensure that the benefits to the students of CEIAG are valued, assessed, and accredited where appropriate.

#### 4. Learning Objectives:

- 4.1. To provide students with planned activities to help them understand themselves and the influences on them and to help them investigate opportunities in learning and work.

- 4.2. To provide students with the skills attitudes, attributes and behaviours needed for a successful transition into the world of work or higher education.
- 4.3. To enable students to relate their own abilities, attributes and achievements to career intentions and make informed choices based on an informed evaluation of the alternatives.

5. To be achieved by:

- The development of a coherent, broad and balanced programme for Careers which gives students opportunities to build on what they have learned and to progress. This programme will be developed with inputs from staff with responsibility for curriculum and pastoral leadership, for managing the support for students and in partnership with local authority or other appropriate external agencies and organisations, including web based or telephone services.
- The work of the Careers Co-ordinator to plan and monitor the programme.
- Careers Information Advice and Guidance sessions, including;
  - Group activities
    - Assemblies
    - Active Tutorial Programmes
    - Visits (including - Colleges, Careers Fair, Universities and other training providers)
    - Professional speakers
  - Individual interviews with a commissioned external Careers Advisor
  - Information and research sessions.
- Work Related Learning.
- Academic Mentoring.
- Work Experience (Post 16).
- Specialist Careers library based in the LRC.
- Partnerships with RSA, Phoenix Group, Clare College Cambridge, Chamber of Commerce, Warwick and Birmingham Universities, and other business links including Barclays Bank.
- Working in partnership with Prospects and the LA to fulfil the statutory duty for groups of learners with specific needs.
- Working in partnership with the LA in monitoring destinations from Year 11 to Year 12 and at the end of Year13.
- Provision that is discrete; integrated and extended; appropriate to the Key Stage.
- The School's Governing body's employer representative to take an active role in supporting the planning and delivery of the careers programme.

6. Partnerships

An Annual Partnership agreement is negotiated between Whitley Academy and Prospects which identifies the contributions to the programme that each will make. This is reviewed each term by the SLG link and the careers advisor employed by Whitley Academy and improvements may be identified.

## 7. Monitoring, Review and Evaluation

This policy to be reviewed annually by SLG link, and then any recommendations will be fed into the School Improvement Plan and into the Careers plan. The partnership agreement with Prospects/LA will be reviewed annually.

As with all policies, this policy will be formally reviewed as part of the work plan for the Quality and Standards Committee of the Governing Body.